

REQUEST FOR QUALIFICATIONS (RFQ)

City of Kankakee, Illinois Economic and Community Development Agency (ECDA)

Issued: March 25, 2022

Request for Qualifications

Economic and Community Development Agency LEAD Inspector/Risk Assessors

Introduction:

The City of Kankakee, Illinois, in Kankakee County, is seeking qualifications from qualified Lead Risk Assessors to be our contracted inspector/assessor for our Lead Grant.

Summary and Background:

The City of Kankakee, Illinois Economic and Community Development Agency (ECDA) was created in 1978 and is primarily funded by the U.S. Department of Housing and Urban Development (HUD). The primary mission and commitment, of CDA, is to oversee and implement the objectives of the U.S. Department of Housing and Urban Development to promote a safe and affordable housing and sustainable living environment throughout our neighborhoods. The City of Kankakee's Economic and Community Development Agency will continue to strive to achieve our mission through the further implementation of our LEAD and other housing programs that will aide in the rehabilitation, repair & purchase of the existing housing stock within the City of Kankakee.

Request for Qualifications:

- **LEAD Programs:**

The City of Kankakee's Economic and Community Development Agency (ECDA) is seeking qualifications from qualified Lead Risk Inspectors/Assessors to be our contracted inspector/assessor for residential properties within the Municipal Boundaries. The City will select a qualified inspector/assessor who will be utilized to complete all LEAD Based Paint Risk Assessments/Clearances for ECDA projects for the fiscal year of May 1, 2022 to April 30, 2023.

General Requirements:

To be considered for both the LEAD and other programs, assessors must be properly licensed by all Federal, State, County and local regulations to perform the required work, complete all required documentation for the individual program and complete a contractor's project statement and an affidavit.

ECDA will pay contracted assessors for completed work only and will not make deposits or down payments. ECDA will pay assessors for completed work on a timely basis, but assessors will need to be capable of financing construction pending reimbursement. Assessors must provide a physical company address to receive reimbursement checks and associated correspondence (PO. Boxes will not be accepted).

Selection Criteria/Evaluation:

Each submittal reviewed will be considered on the following criteria. All qualifications must be organized in the following format and contain all of the following information **(incomplete and / or unorganized submittals will not be considered):**

I. Required Documents

- a. Sample of LIRA and Clearance Reports
- b. IEPA Certification for Lead Risk Inspector/Assessor License
- c. Proof of Insurance
 - i. Lead Liability Exposure Insurance
 - ii. Automobile
 - iii. Worker's Compensation

II. Qualifications

- a. Resume of personnel
- b. Licensure and Certifications of all staff.

III. Project Approach

- a. Proposed Availability on Weekly Basis
- b. How will you maintain the schedule?
- c. Proposed Pricing for Lead Inspection Only
- d. Proposed Pricing for Lead Risk Assessment Only
- e. Proposed Pricing for Lead/Risk Assessment Combo
- f. Proposed Pricing for Lead Inspection/Risk Assessment Combo with clearance.
- g. Proposed pricing for clearance only.

IV. Relevant Experience

- a. How long has your firm been in business?
- b. Do you complete certified payroll reports as part of Davis Bacon Act?
- b. 3 References

V. Capacity

- a. How many Assessments projects can you do at one time?

Qualified Assessors are invited to submit (2) copies of their qualification proposals.

- Proposals must be received no later than 12:00 NOON on Friday April 22, 2022.
- Proposals shall be delivered to the attention of **Mrs. Barbi Brewer-Watson, Executive Director of Kankakee Economic and Community Development Agency and submitted to the City of Clerk's office at 304 S. Indiana Avenue, Kankakee, Illinois 60901 by the deadline date (RFQ's or incomplete RFQ's received after the deadline will be rejected).**
- Proposals received after 12:00 NOON on this date will not be accepted.
- If a prior RFQ submittal was received a letter indicating it is still valid will be accepted in place of full RFQ Application.

Other instructions to proposers:

1. The cost of preparing the proposals shall be exclusively borne by the Assessor.
2. Proposals may be submitted by email to yourvoice@citykankakee-il.gov.
3. Once submitted, proposals become the property of the City of Kankakee.
4. Written questions and requests for clarifications of the conditions of this proposal shall be presented email to bjbrewer-watson@citykankakee-il.gov, no later than April 11, 2022.
5. Non-written questions are not allowed and will not be answered after the date issued printed at the top of this RFQ.
6. Evaluation of written proposals shall be at the discretion of a selection committee of the City of Kankakee composed of the ECDA Executive Director, City Planner, ESU Director, City Engineer, City Attorney, Director of Building and Code, & Mayor.
7. At the discretion of the City of Kankakee's Selection Committee, some or all of the proposers may be requested to make an oral presentation prior to final selection by the committee.
8. The City of Kankakee reserves the right to:
 - a. reject any and all submittals,
 - b. to re-advertise for qualifications

Tentative Schedule

Milestone

Requests for Qualifications published
Proposals due to City of Kankakee
Selection of Assessors by Committee

Scheduled Dates

March 25, 2022
April 22, 2022
May 7, 2022

APPENDIX A

ASSESSOR APPLICATION FORM

PART 1 – BASIC INFORMATION

COMPANY NAME							
COMPANY ADDRESS							
CITY, STATE, ZIP							
BUSINESS PHONE							
BUSINESS FAX							
BUSINESS WEB SITE							
CONTACT NAME							
CONTACT PHONE							
CONTACT E-MAIL							
FORM OF BUSINESS	<table border="1"><tr><td>CORPORATION:</td><td><input type="checkbox"/></td></tr><tr><td>PARTNERSHIP:</td><td><input type="checkbox"/></td></tr><tr><td>SOLE PROPRIETOR:</td><td><input type="checkbox"/></td></tr></table>	CORPORATION:	<input type="checkbox"/>	PARTNERSHIP:	<input type="checkbox"/>	SOLE PROPRIETOR:	<input type="checkbox"/>
CORPORATION:	<input type="checkbox"/>						
PARTNERSHIP:	<input type="checkbox"/>						
SOLE PROPRIETOR:	<input type="checkbox"/>						
TAX ID NUMBER OR SSN							
# YEARS IN BUSINESS							
Are you a Certified Minority Owned Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE)? If yes, who is the certifying agency?							
Are you registered on Sam.gov							

PART 2 – EXPERIENCE

List three projects completed within the past year. Include customer contact information for reference. CDA may wish to visit the site and/or contact customer to evaluate the quality of completed work.

Project # 1 Name / Address	
Customer Contact Information	
Project # 1 Name / Address	
Customer Contact Information	
Project # 1 Name / Address	
Customer Contact Information	

Do you have experience working on projects funded in whole or in part by the City of Kankakee, State of Illinois, Illinois Housing & Development Agency (IHDA) or US. Department of Housing and Urban Development (HUD)? YES _____ NO _____

If yes, describe your experience briefly below:

Have you ever defaulted on a contract? YES _____ NO _____

If yes, describe your experience briefly below:

PART 3 – ATTACHMENTS

In addition to all requested documents within the RFQ, please attach copies of the following documents for review:

- Current Assessors Registration/ Licenses
- Current Certificate of Insurance
- List of employees who are certified Lead Risk Inspectors/Assessors
- MBE or WBE Certification (If Applicable)

NOTE: Contractors may attach additional information about their business, which they feel will assist ECDA in evaluating their qualifications. This could include project lists, additional client references, letters of recommendation, etc.

PART 4 – CERTIFICATION

I hereby certify that the information contained in this application, including all attachments thereto, is true and accurate to the best of my knowledge.

Signature

Title

Company Name

Date